

Civilian Personnel  
PAY ADMINISTRATION

**History.** This is a revised electronic version.

**Summary.** 5D & FP Reg 690-10-1 establishes Fort Polk pay fixing policy in accordance with Office of Personnel Management, Department of Defense, and Department of the Army regulations. It sets forth specific rules for determining employees and candidates basic rate of pay for employment.

**Applicability.** This regulation applies to all units and activities assigned or attached to the JRTC and Fort Polk. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

**Proponent and Exception Authority.** The proponent agency for this regulation is Civilian Personnel, AFZX-CP-T, Fort Polk, Louisiana 71459-5000. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Supplementation.** Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Information Management (DOIM), Administrative Services Division, Building 330,

Suite 111, 1820 Corps Road, Fort Polk Louisiana 71459-3908.

**Suggested Improvements.** Users of 5D & FP Reg 690-1 are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms directly to the CDR JRTC & FP, AFZX-CP-T, Fort Polk, Louisiana 71459-5000.

FOR THE COMMANDER:

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**Distribution.** Distribution of this publication is made in accordance with JRTC & FP Circular 25-30, Distribution Formulas, intended for command level A+; DOIM, Publications Control-4, Stockroom-100; and AFZX-CPAC-10.

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**\*This regulation supersedes 5D & FP Regulation 690-1, dated 1 August 1985; and Change 2, 5D & FP Reg 690-1, dated 10 November 1987**

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1. **Purpose.** This regulation establishes Fort Polk pay fixing policy in accordance with Office of Personnel Management, Department of Defense, and Department of the Army regulations. It sets forth specific rules for determining employees and candidates basic rate of pay for employment.

2. **Policy** Mandatory pay rates set forth in FPM Supplement 990-2 and CPR 990-2 for Class Act positions and FPM Supplement 532-1 and CPR 532-1 for Federal Wage System positions will be observed; otherwise, the entry rate for the grade will be assigned unless a higher rate is warranted based upon the criteria set forth herein.

JRTC & FP Reg 690-1

3. **Definitions.**

a. Maximum payable rate. Is the maximum rate payable to an employee as established by law based on the employee's highest previous rate. The computation of the maximum payable rate will be based on applicable regulations in effect at the time of the personnel action and the local restriction placed on the use of the "highest previous rate" as defined in paragraph 4b of this regulation.

b. Highest previous rate. The highest rate of basic pay previously paid an individual while employed in a position in a branch of the Federal Government, a mixed-ownership corporation, or the government of the District of Columbia. The highest previous rate must be based on a regular tour of duty under an appointment not limited to less than one year, or for a continuous period of not less than one year under one or more appointments (at the same pay plan and grade) without a break in service. A rate earned during a temporary promotion will not be used in the computation of a highest previous rate. A special rate will not be used in the computation of a highest previous rate, instead the rate that would have been applied had the special rate not been in effect will be used. (See paragraph 5 for "Special Rates.")

c. Last earned rate. The current equivalent of the last rate of basic pay previously received.

d. Existing rate of pay. The rate of pay fixed by law or administrative action, including a retained rate of pay, for a job held by an employee before any deductions and exclusive of additional pay of any kind immediately before the effective date of a personnel action.

e. New appointment. The first appointment, regardless of tenure, as an employee of the Federal Government.

f. Representative rate. A step used to determine the nature of the job change (promotion, change to lower grade, or reassignment) where different kinds of pay schedules are involved. The fourth step on the General Schedule (GS) and the second step on the wage positions (WG, WL, WS, WD or WN) are used for comparison between pay schedules. If the change is between different wage areas, the representative rates are based on the scheduled rates for the jobs or grades involved which are in effect on the date of the change in the local wage area to which the employee is being charged.

g. Reemployment. An employment, including reinstatement or another type of appointment, after a break in service of at least one full workday.

h. Transfer. A change of an employee without a break in service of one full workday, from one

branch of the Federal Government to another or from one agency to another.

i. Promotion. A change of an employee (while continuously employed) from: one GS grade to a higher GS Grade; one grade to a higher grade under the same type pay schedule (WG to WG); a grade under one pay schedule to a grade with a higher representative rate under a different pay schedule (WG to WS); a grade under the GS to a grade with a higher representative rate under a pay schedule; or a grade under a pay schedule to a grade with a higher representative rate under the GS.

j. Change to lower grade. A change of an employee (while continuously employed) from: one grade to lower grade under the same type pay schedule (WG to WG); a grade under a pay schedule to a grade with a lower representative rate under a different pay schedule; or one GS grade to a lower GS grade.

k. Reassignment. A change of an employee, while serving continuously in the same agency from one job to another without promotion or change to lower grade.

l. Former employee. A person who previously was employed in an appropriated fund position under Federal Civil Service.

#### **4. Rates to be Applied to New Appointments.**

A new appointment is required to be made at the minimum rate of basic pay established for the grade, unless a higher pay rate has been authorized by the Office of Personnel Management. These rates are commonly referred to as "special Rates."

#### **5. Rates to be Applied to Appointments of Former Employees.**

Pay of a former employee will be set to preserve the maximum payable rate as much as possible upon reemployment. If the maximum rate of pay falls between two rates of the grade to which reemployed, the lower of the two rates will be applied.

a. Special rates will not be used in the computation of the maximum payable rate, instead the scheduled rate for the grade and step will be used.

b. Former employees who have not established a maximum payable rate will have pay set at the minimum rate of basic pay established for the grade to which reemployed.

c. When a former employee of one of the components of the Department of Defense who was involuntarily separated (due to RIF) is reemployed at the same or lower grade level from which involuntarily separated, pay will be based on the employee's maximum payable rate. When the maximum payable rate falls between two rates of the

grade to which reemployed, the higher of the two rates will be applied.

d. Upon exercise of reemployment rights, the former employee's last earned rate or the amount he would have earned (including within grade increases) in the position from which his reemployment rights stem, whichever is larger, will be applied.

e. The maximum payable rate will be applied to reappointment of a former employee when past recruiting experience, in the area of the position to be filled, resulted in less than three best qualified available candidates after concurrent consideration of all normal recruiting sources. Application of the provisions of this subparagraph requires written justification by Personnel Staffing Specialist responsible for the action and written approval of the Chief of the Recruitment and Placement Division. When the maximum payable rate falls between two rates of the grade, the higher of the two rates will be applied.

#### **6. Rate to be Applied to Change in Type of Appointments.**

a. When an employee's type of appointment is changed, pay will be set to preserve the employee's maximum payable rate. When the maximum payable rate falls between two rates of the grade to which changed, the lower of the two rates will be selected.

b. When an employee's type of appointment is changed and no change in grade or pay plan occurs, pay will continue at the employee's existing rate of pay if the employee is not entitled to a higher rate of pay by one of the subparagraphs in this paragraph. An employee who moves from a position covered by a special rate will only be entitled to the scheduled rate for the grade and step in lieu of the special rate.

c. When a former employee of one of the components of the Department of Defense who was involuntarily separated (due to RIF) is reemployed at a lower grade level from which involuntarily separated and then experiences a change in type of appointment, the employee will have his pay set based on the employee's maximum payable rate. When the maximum payable rate falls between two rates of the grade to which converted, the higher of the two rates will be applied.

d. The maximum payable rate will be applied to all change in types of appointments when past recruiting experience, in the area of the position to be filled, has resulted in less than three best qualified available candidates after concurrent consideration of all normal recruiting sources. Application of the provisions of this subparagraph requires written justification by the Personnel Staff Specialist responsible for the action and written approval of the Chief of the Recruitment and Placement Division.

#### **7. Rates to be Applied to Promotions.**

a. An employee promoted from one General Schedule position to a higher graded General Schedule position is entitled to pay at the lowest rate of the grade to which promoted which will equal or exceed his existing rate of pay by not less than two step increases of the grade from which promoted. An employee promoted to a position covered by the Federal Wage system is entitled to be paid at the lowest scheduled rate of the grade to which promoted which exceeds his existing scheduled rate of pay by at least four percent of the representative rate of the grade from which promoted.

b. When a promotion is to a position in a different wage area, the employee's pay entitlement shall be determined as if there were two pay actions involved, a promotion and a reassignment, and the action shall be processed in the order which gives the employee the maximum benefits. In other words, the employee's pay entitlement shall be determined as if the employee was promoted under the old wage schedule and then reassigned to the new wage area and then promoted under the new wage schedule, whichever provides the greater benefit. To be covered by this paragraph, the employee must be a Wage System employee immediately prior to the promotion.

c. Upon promotion, an employee will be granted the benefits of the maximum payable rate if this would result in a higher rate of pay than the provisions of the subparagraphs 8a and 8b above. If the maximum payable rate falls between two rates of the grade to which assigned, the lower rate will be applied. The higher rate will be applied when past recruiting experience, in the area of the position to be filled, has failed to produce three best qualified available candidates after concurrent consideration of all normal recruiting sources. Application of the maximum payable rate requires written justification by the Personnel Staffing Specialist responsible for the action and written approval by the Chief of the Recruitment and Placement Division.

d. An employee who has been changed to a lower grade without personal cause and not at his own request or who was separated by reduction in force and later reemployed at a lower grade is entitled upon repromotion through or to his former grade to be paid a rate as determined in paragraph 8a or 8b above or at a rate computed on the maximum payable rate, whichever is higher. If the maximum payable rate falls between two rates of the grade to which assigned, the higher rate will be applied. An employee in this category who is being repromoted through or to a former Federal Wage System position

will be considered for possible eligibility for simultaneous within-grade increases.

**8. Rates to be Applied to Change to Lower Grades.**

a. Involuntary Actions:

(1) Employees who are changed to lower grade as a result of reduction-in-force or reclassification are entitled to grade and/or pay retention in accordance with applicable laws in effect at the time the action takes place.